

**CLASS TITLE:****PREAUDIT CLERK**

Class Code: 02451200

Pay Grade: 11A

EO: F

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To make a preaudit or final audit of documents used in connection with encumbrance disbursement and receipts procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior in accordance with well defined instructions and procedures; work generally is in a final form when completed but may be checked for accuracy and compliance with prescribed methods and procedures.

**SUPERVISION EXERCISED:** Usually none; as required, reviews the work of other Preaudit Clerks for accuracy and completeness.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To make a preaudit of documents received from state departments, agencies and vendors used in connection with encumbrance, disbursement and receipts procedures for the purpose of assuring their mathematical accuracy and the legality of transaction and propriety before payment is made; and to examine and audit purchase requisitions, purchase orders, vendors' invoices, vouchers and travel vouchers.

To review the work of other Preaudit Clerks engaged in the auditing of state purchase orders before payment, involving the verification of accounts to be charged and classification of the expenditures.

To examine and audit payrolls to assure all payroll changes have been made as authorized and to verify correctness and authorization of supplementary payrolls; to verify correctness of payroll deductions, such as retirement, savings bonds, Blue Cross and hospital service, withholding tax, employee maintenance, etc.

To audit and classify receipts and expenditures according to standard chart of accounts, by receipt accounts and by appropriation, budget and object accounts; and to originate data for making adjustments to appropriation and receipt accounts (subject to review by supervisor).

To follow important technical written memoranda pertaining to prescribed preauditing and financial procedures.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** The ability to make clerical audits of receipts and expenditure types of documents; demonstrated skill in the operation of a calculating machine involving the making of a variety of computations; the ability to understand readily and carry out written and oral directions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in the operation of calculating machines; and

Experience: Such as may have been gained through: employment in clerical work involving machine calculation in connection with the preaudit of such documents as payment vouchers, vendors' bills and other documents of related nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: 3/15/03